

Retention and Classification Report

Agency: Nebo School District (Utah). Department of Finance (1532)

350 South Main
Spanish Fork, UT 84660
801-354-7412

Records Officer Kandie Jensen

14449 Student cumulative record

AGENCY: Nebo School District (Utah). Department of Finance

SERIES: 14449

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TITLE: Student cumulative record

DATES: ca. 1927-

ARRANGEMENT: Alphabetical by student's surname

ANNUAL ACCUMULATION: 1000.00 cubic feet.

DESCRIPTION:

These student's official transcripts copies of achievement test scores, report cards and health records document student performance and are used for reference purposes. The transcript (series 84708) is the permanent part of the student record and includes student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after graduation and then destroy provided official transcript has been pulled and retained.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the district.

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(continued)

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99 (2008)